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(When Filled In)

OFFICE ESTIMATES - POSITION JUSTIFICATION

OFFICE

Office of Medical Services

FISCAL YEAR

1969

One (1) additional higher level position will be required by the OMS in FY 1969. This is a Medical Officer, GSM-15, for the Selection Processing Center (SPC) in the Ames Building. Organizationally this position will appear on the staffing complement of the SPC when this latter is established as a separate element of the OMS reporting via the DD/MS to the D/MS. Incumbent of this position will direct the operations of the SPC in its mission of (a) performing all initial-type Agency medical evaluations (pre-employment and EOD), (b) performing all dependent medical evaluations, and (c) providing health services support to Agency personnel in the Rosslyn area. This is a highly responsible mission and clearly requires a Medical Officer whose qualifications and experience warrant the GSM-15 grade.

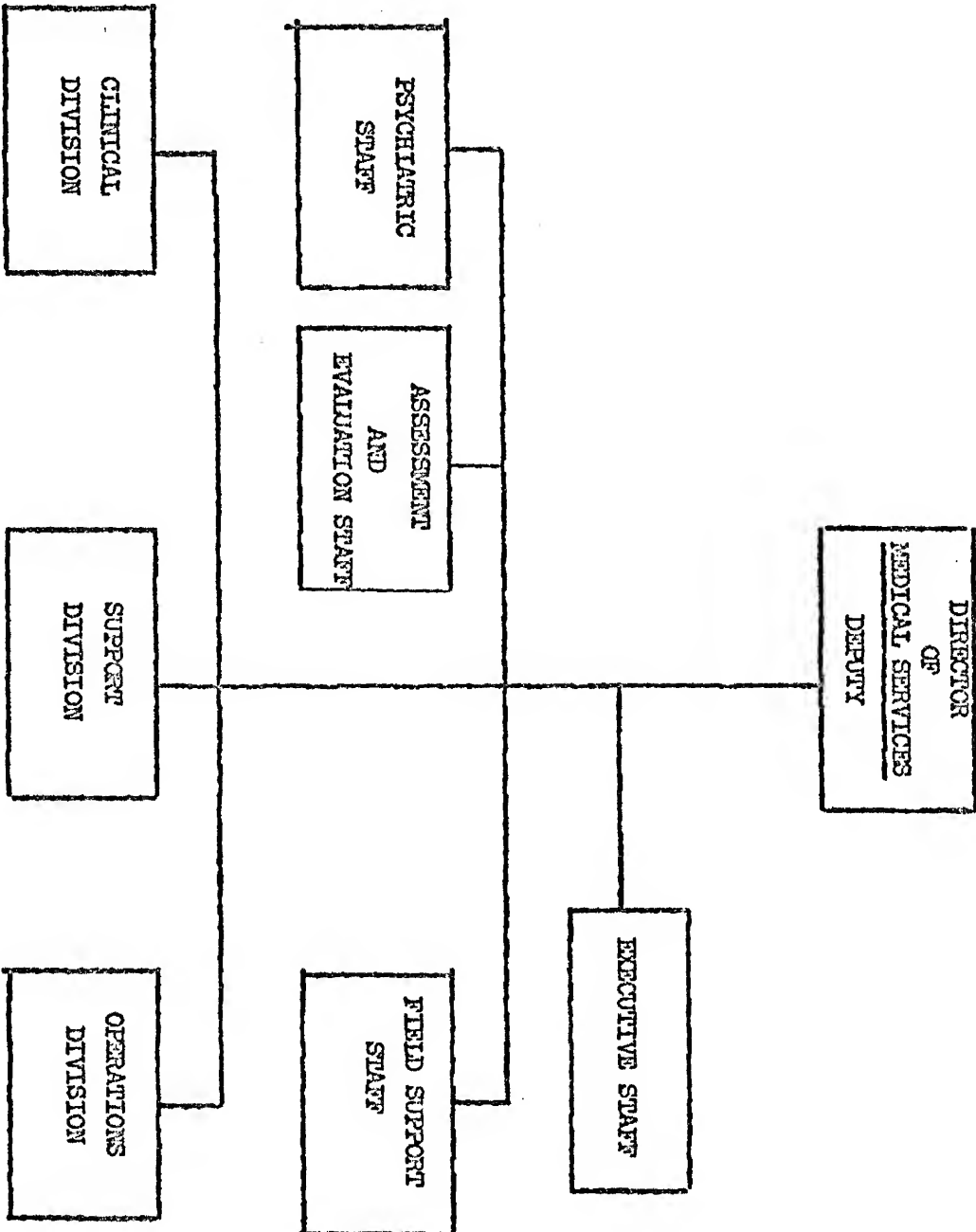
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OFFICE OF MEDICAL SERVICES



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OFFICE OF MEDICAL SERVICES

FUNCTIONAL STATEMENT

DIRECTOR OF MEDICAL SERVICES (HR 1-14c)

The Director of Medical Services is responsible for planning and directing the Agency medical support program. His functions are to:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
 - (1) Competent professional care of illness and injury.
 - (2) A system of medical evacuation and hospitalization.
 - (3) The application of the principles of preventive medicine.
 - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.

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DIRECTOR OF MEDICAL SERVICES (cont'd)

- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Office of Medical Services.
- j. Conduct research as required.
- k. Provide psychological services to the Agency for operational and other purposes, including: psychological assessment of individuals under consideration for specific assignments; testing and evaluation of individual aptitudes and proficiencies in training and other situations; and development and application of psychological techniques for selection and training.

EXECUTIVE STAFF

- a. Executes the policies of the Director of Medical Services and assures appropriate coordination and dissemination in all matters pertaining to the Agency Medical Program.
- b. Provides the Director of Medical Services planning assistance in the general areas of programming, budget and finance, organization, manpower control, and career service.
- c. Maintains the central Top Secret Control activity for the Office of Medical Services.
- d. Plans and manages the operations of the Office of the Director of Medical Services.

PSYCHIATRIC STAFF

- a. Establishes, maintains, and develops a psychiatric program including prevention, treatment, and research.
- b. Develops and maintains psychiatric criteria and standards for screening and selection of personnel.

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PSYCHIATRIC STAFF (cont'd)

- c. Establishes and maintains a program with respect to psychiatric consultant use, diagnosis, and treatment; and provides for disposition of psychiatric cases arising within the Agency.
- d. Provides psychiatric skills to assist operating elements in such operationally relevant matters as defection and the personality assessment of key foreign individuals.

ASSESSMENT AND EVALUATION STAFF

- a. Establishes, maintains and develops a program of psychological services.
- b. Establishes, maintains and develops psychological testing and assessment programs at headquarters, at U. S. Field activities, and at overseas stations and bases, for purposes of personnel selection, placement, career development and evaluation.
- c. Plans, conducts and monitors an in-service and contract research and development program in support of these testing and assessment activities, of other Office of Medical Services activities upon their request, and of those other Agency activities utilizing and concerned with psychological theories, methodology and techniques.
- d. Maintains an ADP systems analysis and programing capability.
- e. Provides psychological skills and techniques in support of operational projects and training programs in such operationally relevant matters as enduring enemy detention and resisting hostile interrogation.

FIELD SUPPORT STAFF

- a. Develops, coordinates and administers the Overseas and U. S. Field Medical Program.
- b. Operates the Office of Medical Services Cable Secretariat and dispatch control point.
- c. Provide liaison and coordination between components of the Office of Medical Services and the Clandestine Services on matters of medical support.

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CLINICAL DIVISION

- a. Establishes, maintains and develops a clinical medicine program for the Agency and a preventive medicine program in the Washington area, including physical examinations, diagnoses, immunizations and treatment as authorized.
- b. Develops and maintains criteria and standards for the evaluation of physical fitness.
- c. Maintains and develops a program of referrals, consultative services and hospitalization as authorized.
- d. Provides professional medical advice and assistance for various activities such as the CIA Safety Program (Office of Security), Employee Activity Association (Office of Personnel), and environmental health (Office of Logistics).

SUPPORT DIVISION

- a. Maintains and develops the medical personnel program including the coordination of administrative aspects of recruitment, assignment, rotation, termination, and employee services.
- b. Maintains and develops the medical supply program including technical staff support to the Office of Logistics.
- c. Prepares the Office of Medical Services budgets and financial plans, and directs all staff financial activities.
- d. Maintains the medical records of Agency personnel and provides Medical Registrar services to the Office of Medical Services.
- e. Represents the Office of Medical Services on general support matters such as security; space, maintenance and utilities; records management; classification of material; transportation; mail; and Vital Materials.

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